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29 November 1984

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1. Espionage Case

[redacted] provided staff meeting attendees with some details of the Karl Koecher espionage case.

[redacted]

2. DDI Recruiting Program

The DDI has initiated an intensive effort to recruit new professional employees at American University, the University of Virginia and colleges in Dallas, Texas and Phoenix, Arizona. Three person teams consisting of an Office of Personnel representative, a senior DDI representative and an Office of Security polygraph examiner have been dispatched to the field to expedite the selection process. [redacted] stressed that this exercise is not a "quickie" clearance concept, that complete background investigations are still conducted on prospective candidates and that the cases are still being adjudicated at Headquarters. This massive recruitment effort was precipitated by the DDI's TO shortage of [redacted] professional personnel at the end of FY 1984.

[redacted]

3.

[redacted]

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4. Security Committee Seminar

During the week of 26 - 30 November 1984, six Office of Security representatives attended a Security Educators Seminar at the Department of Energy in Germantown, Maryland. Attendees at this SECOM sponsored seminar represent a cross section of security education professionals within the Intelligence Community. [redacted]

5. Personnel Management Staff Notice

Staff meeting attendees were asked to remind Office of Security personnel of the importance of updating their designation of beneficiaries. It was stressed that all marital status changes (i.e., marriages, divorces, deaths) should be a matter of record. [redacted]

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7. Inspector General Study

The IG is currently conducting a study on how the Agency handles difficult personnel cases. During the past week senior Office managers were interviewed and the Office submitted a formal response to 21 questions posed by the IG. [redacted]

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8. Polygraph Conference

The Polygraph Division's annual conference, held at [redacted] on 26 and 27 November 1984, was very successful. Highlights of the conference included an individual review of the polygraph questions and new interrogation techniques. [redacted]

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9. SORT Program

° On 16 November 1984, [redacted] new special Agents were graduated from Special Agents Training Course No. 68 and dispatched to the field. The next class will begin on 10 January 1984, with a projected enrollment of [redacted] students. Recruitment efforts are

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underway to fill that class and the spring class, scheduled to begin on 1 April 1985. The DD/PSI noted that the decentralized recruiting effort continues to be successful; to date, [] candidates have been recruited [] for the next class.

° The DD/PSI will be travelling to New York and Boston next week to interview SORT candidates for the April class. []

10. Security Protective Service

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° The Director of Security presented the Comptroller's Office with a comprehensive study which will form the basis for an approach to the Office of Management and Budget for additional SPO positions.

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° On 24 November 1984, SPO Orientation Course No. 4 began with [] students in attendance. To date, [] SPOs have entered-on-duty and [] will have attended this ten-day course which acquaints participants with the mission and structure of the Office, SPO operations, procedures, guidelines and image expectations as well as familiarization in safety, first aid/CPR and interpersonal relations when dealing with the public. []

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11. Counterintelligence Activities

° The Office recently sponsored a second security awareness presentation which featured []

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[] The presentation was again well received and employees had to be turned away. This time attendees were given evaluation sheets and asked to record their observations and thereby provide the Office with feedback on the presentation.

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12. Summer Only Program

[] announced new policy and procedures which will go into effect for the Summer Only Program. All clearances will be granted for a specific period whereby the employee may not report earlier than a given date nor remain beyond a predetermined date (i.e., 1 May - 1 October or 1 December - 1 February).

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Additionally, all badges will have a special expiration date. The Office of Personnel will be required to advise the Office of Security when extended employment arrangements are made so that polygraph examinations can be administered.

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